

SEP 1983

28 September 1983

ODP/DDA

ODP-WPN-04-83

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# WORD PROCESSING NOTES

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## Recommended Backup Procedures for Wang Alliance System Disk Drives

For the protection of data stored on Wang Alliance system disk drives, backup procedures should be performed on a regularly scheduled basis. However, for a high-production environment, daily backup is suggested.

Daily backup procedures require two backup disks for every system disk used. Suggested daily backup procedures, if applicable to your environment, are as follows:

1. Create two backup disks in addition to your system disk and name them appropriately; for example, BACKUP#1 and BACKUP#2.
2. On Monday, 10/03 for example, perform a complete backup of all categories to BACKUP#1.
3. On Tuesday, 10/04, perform a complete backup of all categories to BACKUP#2.
4. On Wednesday, 10/05, perform a complete backup to Libraries, Calendar, and In Basket on the BACKUP#1 disk from the last date entered (10/03) on the log (reference attached sample Backup Log) for BACKUP#1.
5. On Thursday, 10/06, perform a complete backup to Libraries, Calendar, and In Basket on the BACKUP#2 disk from the last date entered (10/04) on the log for BACKUP#2.
6. For each subsequent day, follow the procedures indicated in steps 4 and 5.

### NOTES:

1. It is not necessary to perform a backup of the System Data Base (User, Library, Class, and Route profiles), Dictionaries, or Directory categories unless a change (or changes) has been made. Categories are selected for backup through the System Maintenance menu.
2. When the backup disks reach 80 percent full (or when the System Administrator (SA) determines appropriate), the disks should be

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reinitialized (i.e., any current data stored on the backup disks will be deleted to prepare the disks to receive new or updated information).

Direct questions to your Wang Customer Support Analyst (CSA),

Backup Log

Attached is an example of a Backup Log to record the Backup Dates, Backup Volume Name, Percent of Disk Used (percentage can be found under Volume, Utilities, Mount/Dismount/Status, and Display details of the specified Drive), and the Category that was backed up. The Comments section might include the time needed to perform the backup and the problems encountered, if any.

## BACKUP LOG

Comments: \_\_\_\_\_

Sanitized Copy Approved for Release 2010/05/17 : CIA-RDP85-00142R000100170001-4

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